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18 JUL 1974

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 19 July 1974:

a. Fair Labor Standards Act (FLSA)

(1) Messrs. [ ] Fitzwater, and [ ] met with John Warner, OGC, to develop an Agency position for use in responding to a Civil Service Commission proposal requiring fractional hour reporting for overtime and leave in implementation of FLSA. It was agreed that the Agency would make a strong pitch against the fractional hour reporting requirement in view of the substantial impact of such a requirement on duty status reporting procedures and on the payrolling process.

(2) Chief, Compensation and Tax Division and Chief, Position Management and Compensation Division and Office of Joint Computer Support representatives discussed procedures for notifying employees of their exempt or non exempt status under FLSA. Civil Service Commission guidelines indicate that each employee and his or her supervisor must be advised in writing of this determination. Additional discussions will be required with representatives of Deputy Director for Operations in regard to notifying overseas employees.

(3) Discussions with our financial system counterparts in the Department of

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g. Payroll Computer Processing. [redacted] met with [redacted] Chief of the OJCS Applications Division Production Branch to discuss procedural improvements needed to reduce payroll computer production problems. A follow-up meeting is planned with representatives of both Applications Division and Operations Division to consider further refinements in the computer processing schedule.

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h. NSA Briefing. Representatives of the National Security Agency were briefed on the CIA micrographic applications in our financial systems. This briefing was an outgrowth of an earlier visit to NSA by [redacted] of the Microfilm Programs Branch.

i. Audit Staff Test of New Software. The Audit Staff has obtained a generalized computer audit retrieval package from the Army Audit Agency and would like to use it, on a test basis, to select advance account data for audit review from our general accounting file. This will require a duplicate tape from OJCS. The Office of Finance is interested in this project as it could apply to our own needs to select random or specific data from our files.



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funding stations have been alerted and steps initiated to limit inventories to the minimum necessary to maintain operations.

k. Special Project. [redacted] has completed the preliminary work on his special project assignment and is ready to review his findings with the Acting Director of Finance.

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1. VIP

(1) Finance, Personnel and OJCS representatives met for the purpose of improving procedures for processing payroll deductions for VIP.

(2) Quarterly financial statements for the period ended 30 June were made available to the VIP Board of Trustees.

m. OJCS Monthly Meeting. [redacted] and other OF representatives met with Mr. Fitzwater and other OJCS representatives for a detailed status report on each of the major projects of current mutual interest to the two offices.

n. Training. Messrs. [redacted] OF, [redacted] OJCS, are attending the Developing Computerized General Ledger and Financial Reporting Systems Course being held at the Twin Bridges Marriott Motel on 17 through 19 July. These men are all members of the team responsible for development of the Agency General Accounting System. The course is sponsored by Advanced Management Research.

o. Death. [redacted] CSAD Auditor, died of a heart attack on Saturday, 13 July 1974.

2. Significant activities for the next week include the following:

a. FLSA. [redacted] OJCS, visit Agriculture's National Finance Center in New Orleans to review the methodology employed by Agriculture in its implementation of FLSA.

b. Liquidation Plans. [redacted] will meet with Mr. [redacted] O/Comptroller, to discuss a proposed regulatory change that would allow liquidation plans to be approved by the responsible Deputy Director and the Deputy Director for Management and Services regardless of the amount of assets involved.

[redacted]  
Acting Director of Finance

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